

# IMMEDIATE NEED REQUEST

2016 - 2017

*Approved in  
Cabinet  
1/10/17  
Bell*



Requested by: (Unit, Department, Division or Vice President)					
		Date to VP: 1/9/2017			
Location	(Fill-in)	Reviewed By (Signature):			
Department or Unit:	Human Resources				
		Date to Cabinet: 1/10/2017			
Division:		Outcome:			
Vice President:	<i>[Signature]</i>				
Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1.	Current on-going investigations warrant additional funds to assist HR for the fiscal year 2016-17. With the new Director, EEO recently coming onboard, this should not be a continued need. Currently there is a balance of \$560 on account with an outstanding invoice of almost \$17,000. This brings us current through December 2016.	\$35,000	X		
	Account Number(s): 11000-900300-561500-673000				
2.					
	Account Number(s):				
3.					
	Account Number(s):				

\*\* Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.